

Chapter 3. Collections (Area only)

Collection Process

The collection process is the process used to retrieve a list of projects “recently” transmitted from a lower signature level, i.e. from Location to Area that are new to your work file. This feature allows the user to quickly determine which records have not been reviewed/printed at your respective level. Records will appear on the Collection list until they are collected/printed.



Figure 1 - Research Documentation Screen

From the Research Documentation screen (*Figure 1*) click “**Work**” then “**416/417/Agreements**”, “**Incoming Agreements**”, or “**115**” to display the respective List screen (*Figure 2*).



Figure 2 - Research Documentation, Work

Work records that are currently in your work file will be displayed. Click **“Action”** on the Menu Bar and then select **“Collect Projects”** (Figure 3).

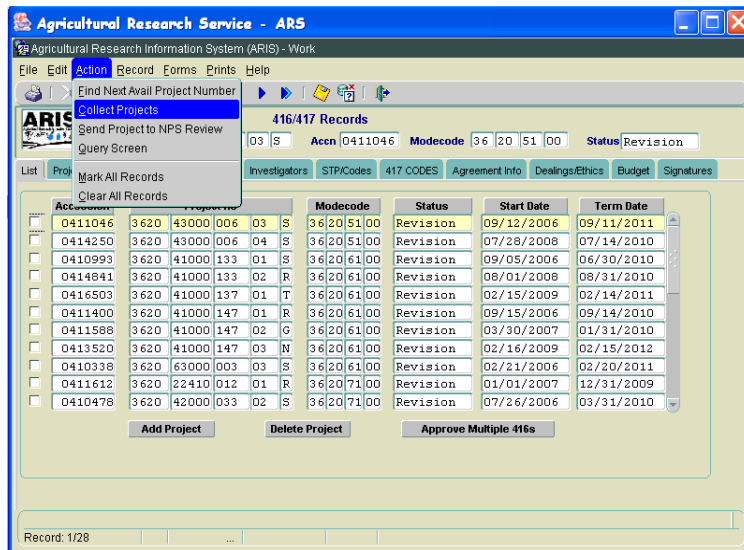


Figure 3 - Work File List Screen

Those records that have not yet been reviewed/printed will appear on the **“Collection”** list screen (Figure 4).

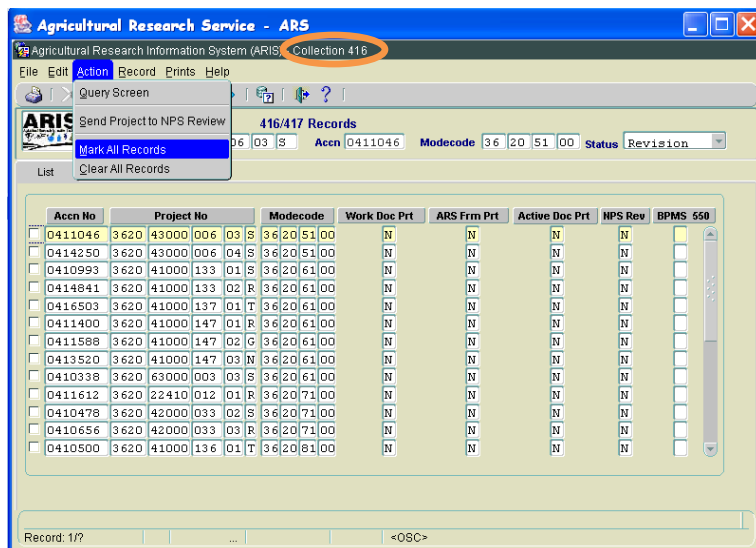


Figure 4 - Work File Collection Screen

To print in ARIS, first create a print file. From the List screen select a record or records to print by marking them “**Action**” and “**Mark All**” (Figure 4), and then select the “**Print**” option from the Menu bar (Figure 5a, 5b, or 5c). You will be given the option to print either Active and/or Work type documents. Until the “**Work Documents**” are printed, the project(s) will show on the Collection screen. Once the “**Work Documents**” are printed, the project(s) will no longer be displayed.

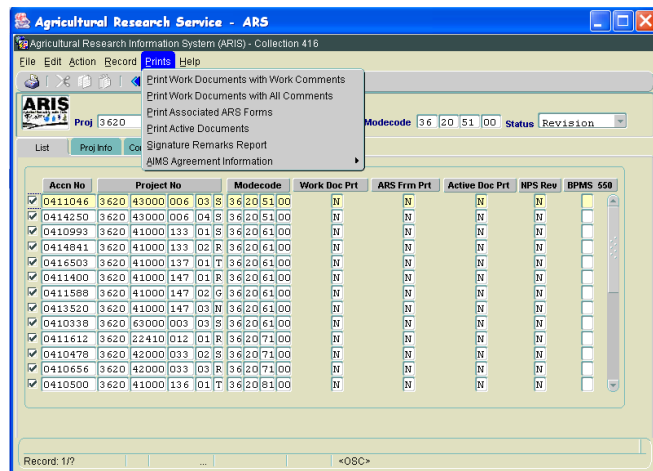


Figure 5a – 416 Collection Print Screen

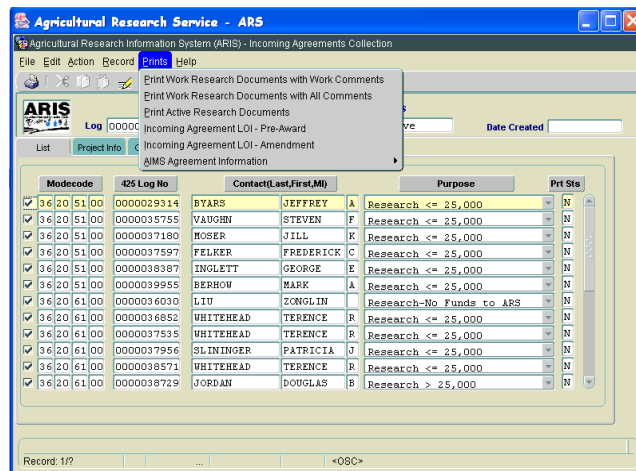


Figure 5b – Incoming Agreements Collection Print Screen

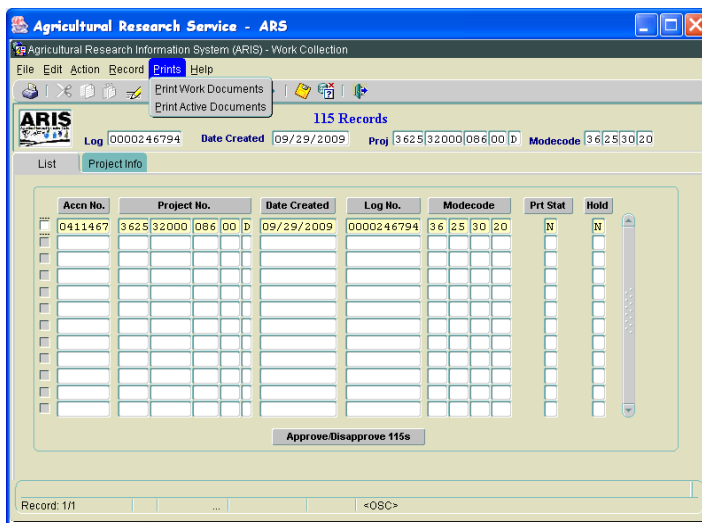


Figure 5c - 115 Collection Print Screen

ARIS will automatically launch Adobe Acrobat and display the print file. To print, click the **Printer** icon on the Tool bar, or click “**File**” and “**Print**” (Figure 6a and/or 6b).

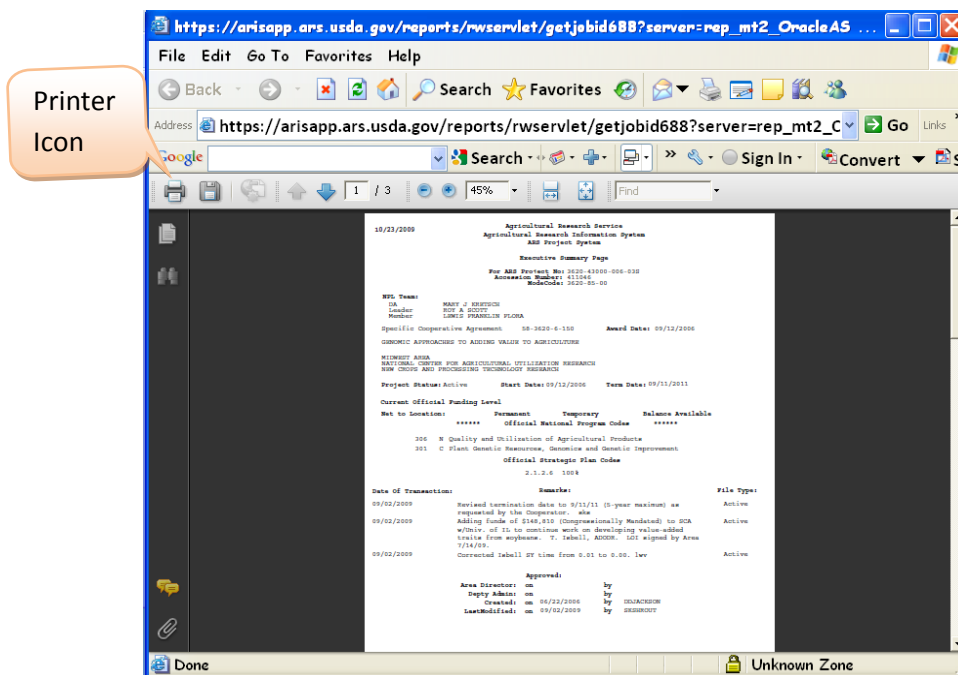


Figure 6a - Adobe Print File - Active Document

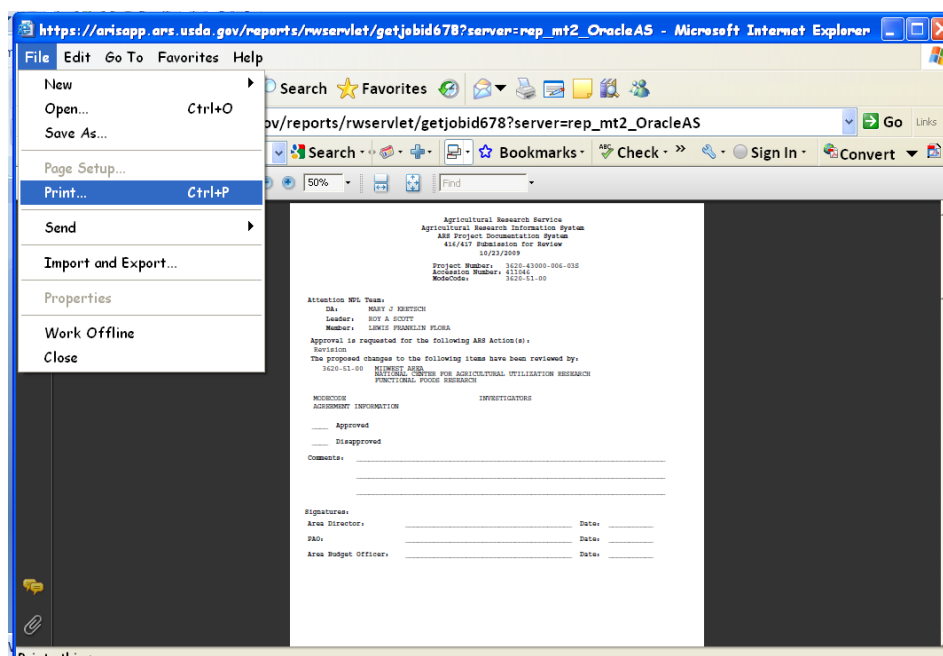


Figure 6b - Adobe Print File - Work Document

After you have completed printing all your documents, simply close out of the Adobe Print File and you will be back on your Collection list screen again and the collection process is complete.